



REPLY TO
ATTENTION OF

DEPARTMENT OF THE ARMY
THE JUDGE ADVOCATE GENERAL'S LEGAL CENTER AND SCHOOL
600 MASSIE ROAD
CHARLOTTESVILLE, VIRGINIA 22903-1781

ALCS-ADN (351e)

28 February 2006

MEMORANDUM FOR Students of the 17th Law for Paralegal Noncommissioned Officers' Course

SUBJECT: Course Administrative Instructions

1. Welcome to the 17th Law for Paralegal Noncommissioned Officers' Course. Congratulations to you for being selected to attend, it is a testament of your past performance and potential for increased responsibility that your command selected you for attendance. This year's academic course schedule and curriculum will be both challenging and professionally rewarding. You will be instructed by the best officers and noncommissioned officers the JAG Corps has to offer. You will be required to demonstrate your proficiency through graded exams designed to both test and evaluate your technical knowledge of the 27D MOS and basic NCO knowledge. These exams will provide you and your command invaluable information to chart your continued professional and NCO development in our career field.
2. Registration and distribution of course material will be conducted on Sunday, 26 March 2006, from 1400 – 1730 at Decker auditorium. Plan your travel itinerary accordingly to arrive on time to attend registration. Late registration will be done only for personnel arriving late due to circumstances **BEYOND THEIR CONTROL**. The course director, SFC(P) Wade, will process later registrants **with prior approval on a case-by-case basis**. In addition to the course outlines, other significant resource materials will be available to you at registration.
3. Classes will be conducted at The Judge Advocate General's Legal Center and School (TJAGLCS) on the North Grounds of the University of Virginia. The opening session begins at 0740, 27 March 2006, in Decker Auditorium. The course ends 31 March 2006, at 1200. You must attend all scheduled classes, including the closing session, unless excused by the Dean, for illness, emergency, or other overriding requirements. **If you know in advance that you cannot attend a session for any reason, please reschedule for a time when you will be able to attend the entire course.** We ordinarily do not issue certificates of completion to students who depart early or miss a class session. Plan to wear the Class B uniform (Army) or its equivalent for your branch of service to all scheduled classes. You will need to bring note taking material for all classes. Please plan your travel itinerary accordingly for arrival and departure accordingly.
4. In compliance with heightened security measures, everyone must enter the School at the main entrance. Please be prepared to show a photo ID, a military ID card (military personnel) or a government ID card (civilians). Throughout the day you may exit from

ALCS-ADK

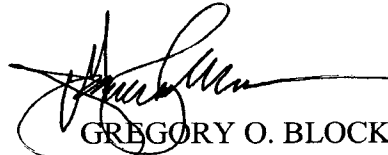
SUBJECT: Course Administrative Instructions

any door, but you may only reenter at the main entrance. Because of these security measures, please allow a little extra time in the morning to get to class on time.

5. The JAG School has a limited number of modern motel-type quarters available for students. The cost for single occupancy is \$33.00 to \$45.00. You should make reservations by calling the Lodging Office at commercial (434) 971-3334 or DSN 521-3334, or commercial (434) 972-6450. If quarters are not available, or if you choose not to use them, you should make advance motel reservations. For billeting information, motel list, map and directions, and more detailed administrative information, see our web site at <http://jagcnet.army.mil/tjaglcs>

6. Personnel who stay in quarters at the School will receive parking spaces at the School parking lot. Otherwise, parking passes for the School parking lot will be available to car pools of three or more. A limited number of parking passes for The Park, the UVA softball complex located just below the School, may be purchased during in-processing (\$6.00 for the week). Parking may not be available for all course participants. Several local motels also provide shuttle bus service to the School.

7. If you have any questions or need further information, contact the Course Director, at commercial (434) 971-3269 or DSN 521-3269. If, for any reason, you cannot attend the 17th Law for Paralegal Noncommissioned Officers Course, please notify our Admissions Office at commercial (434)-971-3307 or DSN 521-3307, and your Training Coordinator or ATRRS Manager. You may also reach all School numbers by calling, commercial 434-971-3300 or DSN 521-3300 (ask the School operator for the last three digits of the commercial number you are calling).



GREGORY O. BLOCK
COL, JA
Dean